

U. S. MISSION, PAKISTAN - EMBASSY, ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 13-141

OPEN TO:	In-House Candidates Only	OPENING DATE:	September 24, 2013
POSITION:	Motor Pool Clerk , FSN-5; FP-9*	CLOSING DATE:	October 7, 2013
POSITION NO:	N-52791		
WORK HOURS:	Full-time; 48 hours/week		
SALARY:	*Not-Ordinarily Resident: US\$31,963 p.a. (Starting salary) (Position Grade: FP-9 to be confirmed by Washington) *Ordinarily Resident: FSN-5, Rs.767,838 p.a. (Starting salary) (Position Grade FSN-5)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the position of Motor Pool Clerk in the Motor Pool, General Services Office.

BASIC FUNCTION OF POSITION:

Incumbent provides clerical and administrative support to Motor Pool Administrative Office. Administrative support includes but is not limited to preparing correspondence memorandum, duty roster of drivers, transportation invoices, and travel orders, in addition to maintaining office files. Incumbent enters Motor Pool requests into the web based applications (ILMS/FMIS) on behalf of customers who make telephone requests to the Motor Pool. Performs other related duties as assigned by the supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Completion of ten years of education is required.
- 2. EXPERIENCE:** One year of clerical or motor pool related administrative experience is required.
- 3. LANGUAGE:** Level III (Good Working Knowledge) Speaking/Reading/Writing of English and Urdu are required. Language skills may be tested.
- 4. KNOWLEDGE:** Incumbent must have good knowledge of MS Office Suite to draft the basic office correspondences.
- 5. ABILITIES & SKILLS:** Incumbent must have basic arithmetic, bookkeeping, recordkeeping and inventory skills. Good customer services skills and the ability to maintain confidentiality of office matters is required.

SELECTION PROCESS:

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the required qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily been reassigned/promoted from one position to another are not eligible to apply for six months from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for six months from the effective date of the training.
7. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
8. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
9. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.

TO APPLY:

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at PakJobs@state.gov . The Vacancy Announcement Number (e.g. 13-141) must be mentioned in the subject line of the email.

Incomplete applications or submissions received after the closing date will not be considered. Please do not include your documents with your application; you will be informed when documents are required. Only short listed candidates will be contacted for a test or interview. To view all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: October 7, 2013

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.